

Travel to Training Application Instructions

Travel to Training funding for library staff and trustees will provide costs to attend continuing education training events that are more than 50 miles from their library. Continuing education is defined as training which does not provide academic credit for librarian certification or academic degrees. Staff and trustees from public, academic, school and special libraries are eligible.

The application will be reviewed by NSLA staff, at the direction of the NSLA Administrator. If the training event is appropriate to the job requirements of the applicant, funds are available, it meets LSTA priorities, and the library is in compliance with applicable state and federal requirements including Library and Technology Act (LSTA) funding, it should be approved.

Travel to Training Grant Support

Travel to Training funding will be provided for those traveling more than 50 miles to a continuing education site. Transportation, meals and lodging will be funded. Either mileage will be provided for those driving more than 50 miles to a site or airfare. Airport parking and ground transportation will be funded. Administrative certification that travel is not possible without this funding is required for travel to training (see application certification form).

Submit the following:

1. Completed application form.
The detailed purpose of the training event section of the application needs to show how the purpose supports one or more of the following identified LSTA priorities:
 - Expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, and digital literacy skills;
 - Establish or enhance electronic and other linkages and improve coordination among and between libraries and entities, as described in 20 U.S.C. § 9134(b)(6), for the purpose of improving the quality of and access to library and information services;
 - (a) provide training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services, and (b) enhance efforts to recruit future professionals to the field of library and information services;
 - Develop public and private partnerships with other agencies and community based organizations;
 - Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills;
 - Target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with 42 U.S.C. § 9902(2)) applicable to a family of the size involved;
 - Develop library services that provide all users access to information through

local, State, regional, national, and international collaborations and networks
Also see the *LSTA Five Year State Plan 2013 – 2017* at:

[http://nsla.nv.gov/uploadedFiles/nslanvgov/content/Development/NVLSTAStatePlan2013_2017\(1\).pdf](http://nsla.nv.gov/uploadedFiles/nslanvgov/content/Development/NVLSTAStatePlan2013_2017(1).pdf)

2. A signed Travel to Training Certification form with appropriate original signatures.
3. A separate sheet describing how this training event supports the job requirements of the applicant including an outcome identified by you or selected from the following list:
 - Knowledge of language, communication, informational, and educational needs of library clients who are the focus of the program;
 - Critical information needed to better meet student/client needs in a variety of regular library and/or informational settings;
 - Knowledge and resources for serving clients with special library needs (identify these needs);
 - Understanding of the importance of collaboration with colleagues, partner organizations, and individuals who are part of the target group;
 - Awareness of diverse needs of clients with disabilities;
 - Understanding of multicultural and multilingual considerations;
 - Familiarity with a network of resources including professional and consumer associations, websites, listservs, and networking acquired through online discussions.
4. A copy of a training brochure or similar material which describes the training event including an event schedule with sessions to attend indicated.
5. GSA travel rates printouts for per diem and meals from the www.gsa.gov website.
6. Airline best cost information.
7. Mileage information from Google maps or MapQuest.
8. A worksheet indicating travel expenses estimate per day.
9. The Memorandum of Understanding – Volunteer in State Service is intended to provide Worker's Compensation coverage by the Nevada State Library and Archives in the event you are injured while attending, or traveling to and from the event.
 - You *will not need* to submit this form if you are covered by your employer while attending this event, e.g. on paid work time,.
 - You *will need* to submit this form if you are volunteering your personal time to attend the event.
 - An individual needs to submit this form once per fiscal year.
 - Each time travel reimbursement is received as a "Volunteer in State Service" during the fiscal year, a "Volunteer Time Sheet" must be submitted with the reimbursement claim.
10. A vendor registration form with the State of Nevada must be on file in order to receive travel reimbursement. If an individual does not have one on file or has changed addresses, a form must be submitted with the application for travel to training funds.
 - The form must be returned to: Robbie DeBuff, Nevada State Library and Archives, 6655 W Sahara, B200, Las Vegas, NV 89146. Fax 702-486-7297
11. A checklist indicating materials included in the application.

Date Due

Grant applications must be received by the State Library no later than 10 business days prior to proposed activity or 21 business days if airline purchase is required.

Travel Status

People in travel status must be at least 50 miles away from their "duty" station to claim travel expenses. Expenses will be reimbursed at U.S. General Services Administration rates adopted by the State of Nevada. Rates for Nevada are located at

<http://gsa.gov/portal/category/100120>. For out-of-state travel, rates can be found on the www.gsa.gov website for the destination state and city. The breakdown for meals is located at <http://gsa.gov/portal/content/101518>. Receipts are not required for meals but are required for lodging.

1. People in travel status may voluntarily claim amounts less than the established rates, based on actual expenses, but must then provide receipts.
2. Reimbursement may not be requested for meals included in conference registration fees.
3. Breakfast (enter travel status before 6:45am), Lunch (enter travel status before 11:00am & return after 1:30pm), Dinner (return from travel status after 7:00pm).
4. All airplane tickets must be purchased at least 21 days in advance.
 - a. Applicant purchases ticket. For reimbursement a copy must be provided with name of traveler, destination, dates of travel, and proof of purchase. The airline ticket must be purchased at best cost.
5. Mileage will be reimbursed at the State-mandated rate of \$0.575 cents per mile or \$0.2875 cents per mile for personal convenience.
6. When an airport is available, driving in lieu of flying will be refunded at personal convenience mileage not to exceed the total cost of a round trip airline ticket, airport parking, and mileage to and from the airport.

**Reimbursement
process**

1. NSLA reimbursements to an individual for a fiscal year will not exceed the amount of \$1,999.
2. Once the event has concluded, in order to begin the reimbursement process the applicant must submit to the State Library and Archives the Travel Expense Claim Worksheet. This form must be accompanied by an evaluation from the participant utilizing the Travel to Training evaluation form.
3. Reimbursement for expenses will be dependent on receipt of an evaluation of the event.
4. Once the Travel Expense Claim Worksheet is received a Travel Expense Reimbursement Claim will be provided for signature by the participant.

**Send the
application
packet to:**

Robbie DeBuff, Library Consultant
rdebuff@admin.nv.gov
Nevada State Library and Archives
6655 W Sahara, B200
Las Vegas, NV 89146

If you have any questions, please do not hesitate to contact Robbie DeBuff at (702) 755-8065, or rdebuff@admin.nv.gov.